Fort Mar) (1924) Department.

Ordinary SERIES.

G.O. No. 4886

DATED 15.10.24

[Despatch Abstract.]

Port of Mangalore - Additional establishment - to cope with extra work caused by transfer of audit work &c - Papers recorded.

1 C.943 G

O.F. 105—1,000—5-11-23

Received ..... 192 . *Registered* ..... 192 .

ASSISTANT SECRETARY TO GOVT. 9 JUL 1924 FINANCE DEPARTMENT

Subject.

Mangalore – additional establishment.

ENCLOSURES.
No. 1 Sheet.
Spare copies .....

No. 1159 GL *Madras, dated* 8th JULY 1924.

From (Name) Captain C.R. Campbell, DSO. MVO, RIM,

Presidency Port Officer, Madras,

To The Deputy Secretary to the Government of Madras,

Finance (Marine) Department.

Sir,

MANGALORE - additional establishment.

I have the honour to forward herewith copy of letter from the Port Officer, Langalore, No.J/499-P, dated 22nd May 1924, requesting sanction for two additional clerks in order to cope with the extra work caused by the transfer of cash etc.

2. I inspected the Port last month and after a close examination of the amount of work in the office, I am convinced that some assistance is essential for the efficient working of the office. I am however of the opinion that for the present one clerk on Rs.60 - 60 scale may be sanctioned and that the result should be awaited before putting forth proposals for further additional hands. I am therefore

I.....

request that Government may be pleased to sanction an additional clerk for the present.

3. The expenditure can be met from the provision of Rs.2,989/- in the Minor Ports Fund budget estimate for arrears of pay on account of revision of launch establishments and for leave salaries.

page 12 ✓ (2)

I have the honour to be,
Sir,
Your most obedient servant,

Captain, R.I.M.,
Presidency Port Officer.

Enclosure:-

Letter from the Port Officer, Mangalore,
To the Presidency Port Officer, Madras,
No.5/499-P,
Dated 22nd May 1924.

Submitted with reference to para 3 of Govern
1505-G/23-2, Finance (Marine), dated 1-3-24, forwarded with your endorsement No.Accts/400-A, dated 7-3-24.

2. Since the introduction of the new system, the work of the Port Officer and of the clerical establishment, I find, has considerably increased and the existing establishment who are already over worked (vide correspondence ending with my No.5/426-P, dated 8-5-23) are unable to cope with the extra work involved within the office hours and are often detained, during the busy seasons out of office hours, to complete their various duties, and under the circumstances, I am of opinion, that, the appointment of an independent Accountant, who can check bills, maintain registers and pass books etc., assist the Port Officer in the drawing and safe custody of cheques and filing and producing the vouchers records etc., for the monthly audit, now under proposal, is an absolute necessity. As the Head Clerk has enough work to do in the shape of signing applications, receipts entry and clearance certificates which are too numerous to mention, besides other office routines and correspondence, the extra work involved by the cheque system cannot therefore be entrusted to him or to the other clerks without causing detention in the disposal of the large amount of correspondence including petitions, that is received daily in this office. Under the above conditions reported, I feel sure, that, I have clearly stated the urgent necessity for the additional services of an Accountant for the purpose explained.

3. The work in the maintenance of stores and keeping accounts thereof, is being entrusted to the assistant clerk who has in addition to this, other numerous duties to perform as stated in my reference quoted above. From my own personal experience since taking charge of this port, I find, that considering the nature of work entrusted to him (Assistant Clerk), he cannot, for want of time, manage all his duties efficiently including the management of all stores. I am therefore strongly of opinion, that, as the stores are deposited in 3 rooms remote from one another, and, as there is more responsibility and supervision required in receiving issuing and accounting for same (vide your No.876-M, dated 2-5-24) a separate clerk who can assist the Port Officer to check

stores at any time convenient to the officer without taking the clerk away from his more important work would, in my opinion, greatly relieve the present congestion of work. In this connection I would submit that the demands for additional staff made in this office No.5/251-P, dated 2-4-23, have not been fully considered, and, the 8 months clerk made permanent in G.O.No.Mis.425, Finance (Marine), dated 4-9-23, has not in any way benefitted the landing and shipping establishment in carrying out their duties with the exception of 4 months during the slack-season in so far that no separate shroff was appointed as requested in my letter quoted above, as he still has his own legitimate duties to attend to during the remaining 8 months and as such has no time to take up management of stores.

4. From a perusal of the correspondence and statistics of this port, I find that Mangalore is becoming more and more important year after year in trade as can be seen from the Comparative Statement for the last 5 years enclosed, and the various improvements that are now in progress require a constant supervision and check by the Port Officer which cannot be exercised when his attention is drawn to increased supervision in office now required under the revised cheque system. I therefore request that on due consideration you may be good enough to address Government with a view to sanction additional appointments of an Accountant and a Store Clerk to the existing staff. The former could be made responsible for all account matters of both port and landing and shipping offices including the preparation of landing and shipping budget estimate etc., which was hitherto done by the Madras office and thus relieve the existing clerks of the strain put on them by the shorthandedness of the present staff for the reasons explained herein. The latter could be made responsible for the maintenance of all stores and their accounts and also be of great assistance to the Port Officer in supervising the reclamation work now in progress.

I therefore consider that in the interest of Govt. and towards the attainment of departmental efficiency the assistance now required as explained above is absolutely essential.

5. In conclusion, I beg to submit, that, I am personally convinved of the shortage of hands in the present staff of this establishment in consequence of which, the reports and returns of this office cannot be despatched on the dates due for submission. I am therefore of decisive opinion, that, the aforementioned additional clerks are absolutely essential to carry out the work of the port efficiently and request the same, on due consideration by you, may meet with your approval.

Finance (Marine)

Endt No. 9439/24 dated 17 July 1924

Forwarded to the Examiner of Local Fund Accounts for very early remarks.

JUL 17 1924 670 CAMP

Deputy Secretary to Govt.

17.7.24

4

C.F. 30—22,408—3-10-22

DEPARTMENT.

Received ..... 192 . *Registered* 192

Marine

Subject.

ENCLOSURES.

No. .....

.....

Spare copies ....

L.F. No. 2653.

Station Fort.St.George., *Dated the* 30th July 1924.

From (Name) J.M. Hooper, Esquire,

(Designation) Examiner of Local Fund Accounts.

To The Secretary to the Government of Madras,

FINANCE (MARINE) Department.

Sir,

page 3 ante

With reference to Government Endorsement No. 9439/24-1, dated 17th July 1924, referring to me for remarks letter No.1159 Gl.of 8th July 1924, from the Presidency Port Officer, Madras, herewith returned, I have the honour to state that no statistics have been furnished to show how far the work in the office has increased owing to the introduction of the system of payment by cheques. There is however no audit objection to sanction being accorded to the appointment of a temporary clerk for such

period as may be considered necessary, in view of the Presidency Port Officer's recommendation. The Presidency Port Officer may perhaps be requested to furnish detailed statistics and obtain fresh sanction, if the retention of the clerk beyond such period as may be sanctioned, is required.

I have the honour to be,
S i r,
Your most obedient servant,

Examiner of Local Fund Accounts.

S.R./30-7-24.

30-7-24

b

Finance (Cts)

Memo. No 9439/24-28.

Subject:- Additional establishment for Mangalore Post Office — P.P.O's letter No. 1159 dated 8th July 1924.

The P.P.O is requested to furnish Govt with statistics showing the work done by each clerk of the Post Office, Mangalore, prior to the transfer of audit work to that office and that done subsequent to the transfer, indicating the number of papers dealt with by each clerk per mensem.

Sd/-
20.8.24
25/8/24

DESPATCHED
at 26 AUG 1924

To
The P.P.O (memo)

b

Finance (Revenue)

Memo. No 9439/24 - 20/26.8.24

Subject:- Additional establishment for Mangalore Post Office — P.P.O's letter No. 1159-R dated 8th July 1924.

The P.P.O is requested to furnish Govt with Statistics showing the work done by each clerk of the Post Office, Mangalore, prior to the transfer of audit work to that office and that done subsequent to the transfer, indicating the number of papers dealt with by each clerk per mensem.

Sd/
20.8.24
for
A.O.G.

25/8/24

DESPATCHED
on 26 AUG 1924

The P.P.O (memo)

C.1406 9

O.F. 105—1,000—5-11-

ASSTT. SECRETARY TO GT.
9 OCT. 924

Received ..... 192 . *Registered* 192

Subject.

Mangalore. additional clerk – Government Memo. No 943-G/24-2 dated 26.8.24.

ENCLOSURES.
No.....
Spare copies.....

No. 11594 *Madras, dated* 8th OCTOBER 1924.

From (Name) Captain C.R. Campbell, D.S.C.,M.V.O.,R.I.M.,
Presidency Port Officer, Madras.

To The Deputy Secretary to the Government of Madras,
Finance (Marine) Department.

Sir,

Mangalore - additional clerk - Govt. Memo No.943-G/24-2 dated 26-8-1924.

répondu

With reference to the above, I have the honour to state that the question may be held over for the present, as I am instructing the Port Officer to reopen the question after a period of six months, during which time further experience can be had of the effects of the transfer of audit.

I have the honour to be,
Sir,
Your most obedient servant,

C R Campbell.
Captain, R.I.M.,
Presidency Port Officer.

Subject: ~~xxx~~ Additional establishment for the port of Mangalore;

Letter from the P.P.O. No.1159 Gl., dated 8-7-1924.
Endt. to the Examiner No.943G/24-1, dated 17-7-1924.
From the Examiner, I.F. No.2653, dated 30-7-1924.

In consequence of the transfer of audit from the A.G. to the Examiner of I.F.A., the Port Officer, Mangalore reports that additional work has been thrown on the establishment at the port and requests that an additional clerk may be sanctioned for the port. The Examiner of I.F.A. reports that there is no ~~audit~~ additional objection to the creation of an/appointment at the port of Mangalore for such time as the Government may consider necessary.

2. In view of the additional work thrown on the P.P.O.'s office consequent on the transfer of audit, a temporary clerk for 6 months has been sanctioned for the P.P.O.'s office. The question for consideration now is whether the Government are going to sanction these requests for additional establishment on this account at the outports. ~~We~~ If we sanction the request in the case of Mangalore, we shall have to sanction additional establishment in the case of most other outports also. We have already received an application from Cochin asking for the supply of a typewriter and for the creation of a typist's post.

3. Taking the individual case of Mangalore, there are at present 1 head clerk and 4 clerks and 2 temporary clerks (one for 9 months and one for 3 months). It is for consideration whether the transfer of audit has involved the Port Office in such additional work as to necessitate an extra clerk. No statistics ~~ar~~ have been given.

1. If a clerk is sanctioned, submitted the post
may be sanctioned for months in the first instance from
the actual date of employment

f. 9.8.
5-8-24 5. Funds. There is a combined provision
of Rs. 2989 for arrears of pay of launch
establishments and leave pay from which P-e ÷ f ÷ F-
it is proposed to meet the cost of Rs. 210. 35×6 = 210
This may be agreed to provided that no
portion of it comes out of the amount
earmarked for leave pay as the latter
should not be reckoned as a reserve
for additional establishments

L.K.
Through Finance (xxx.)

Ex
15-8-24 ask P.P.O. to furnish statistics showing
the work done by each clerk prior to
introduction of the new system & that
subsequent to introduction indicating
the number of papers dealt with per

18/8/24

A draft memo. to the P.P.O is
submitted for approval.

20-8-24 21-8-24

Memo. no. 943 G/24-1 dt 26-8-24 P-6 CF

Cho. 1406 GJ from the P.P.O no. 1159 G.L. dt P-7-CP
8-10-24.

The P.P.O proposes ~~that the~~ question of strengthening
~~the~~ establishment of the Mangalore Post Office by P-7-CP
one clerk may be held over for ~~the~~ present
~~sanction~~ and state ~~that~~ he is instructing the
Post Office to reopen the question after a
period

period of six months, during which time further experience can be had of the effects of the transfer of audit - Submitted ~~that the file may be kept for another two months~~.

Stat. 11-10-24.

question may be considered if and when the P.P.O moves further in the matter. The papers may be

Letter from P.P.O No. 1575 GL dated 8th July 1924

Order

Recorded

Entry 14.X.24

To. the P.P.O ... Examr of L & Accts

(ag & enclosures to)

No. 486 Mapping 15-10-24

Dated 1924

Subject

Port of Mangalore — Additional establishment — to cope with extra work caused by transfer of Audit work &c — Papers recorded.

Endt to the Examr of L & Accts — No 943 E/24-2 dt 7-24

C-1052 E] from the Examr of Do — No. L-P/2653 dt 30 7 24

Memo. to the P.P.O No. 943 E/24-2 dt 16-8-24

C-1408 E] from the P.P.O No. 1159 GL dt 8-10-24